

Bulletin

D-08-20-02

Date: August 7, 2020

Bulletin: All Dealers and Title Services

From: Business Licensing and Driver Instructional Services

Subject: **Electronic Registration and Titling (ERT) Contract Changes**

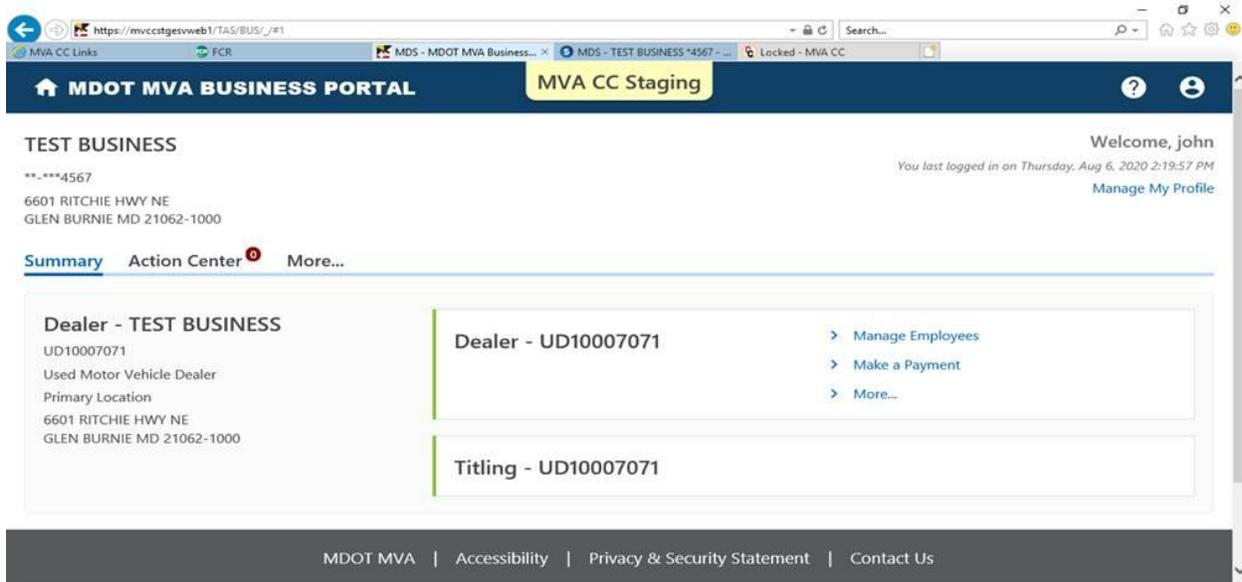
The purpose of this bulletin is to inform all Dealers and Titles Services that you will need to log into your business account via eservices and provide us with your ERT account information. All businesses are requested to complete this action by September 7,2020.

Please be advised you will need to cease the previous contract (if applicable) before a new contract can be added to the business. Instructions and Screenshots are included with this bulletin.

Should you have any questions, please contact us at mvabldisd@mdot.maryland.gov

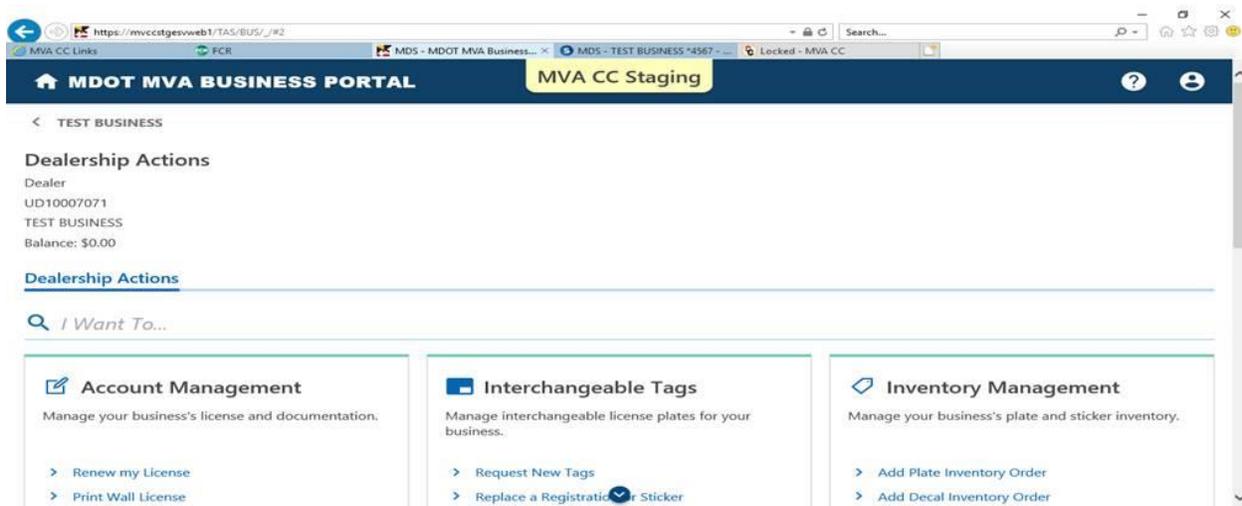
Cease ERT Contract:

From the home screen, click on the link [>More...](#)



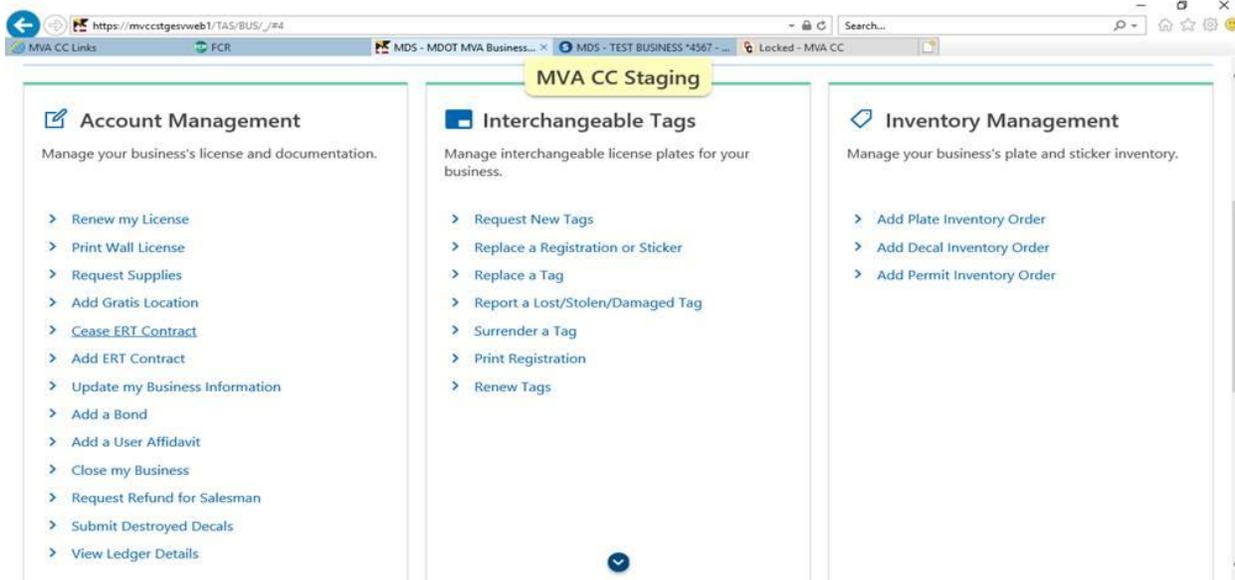
The screenshot shows the MDOT MVA Business Portal home screen for a test business. The header includes the MDOT MVA Business Portal logo and a yellow 'MVA CC Staging' badge. The user is logged in as 'john', with a welcome message and a 'Manage My Profile' link. The business name is 'TEST BUSINESS' with contact information: 6601 RITCHIE HWY NE, GLEN BURNIE MD 21062-1000. Below the business information are three tabs: 'Summary', 'Action Center' (with a notification icon), and 'More...'. The 'More...' tab is selected, showing a list of business entities: 'Dealer - TEST BUSINESS' (UD10007071), 'Dealer - UD10007071' (with links for 'Manage Employees', 'Make a Payment', and 'More...'), and 'Titling - UD10007071'. The footer contains links for 'MDOT MVA', 'Accessibility', 'Privacy & Security Statement', and 'Contact Us'.

Under the 'Account Management' section below:

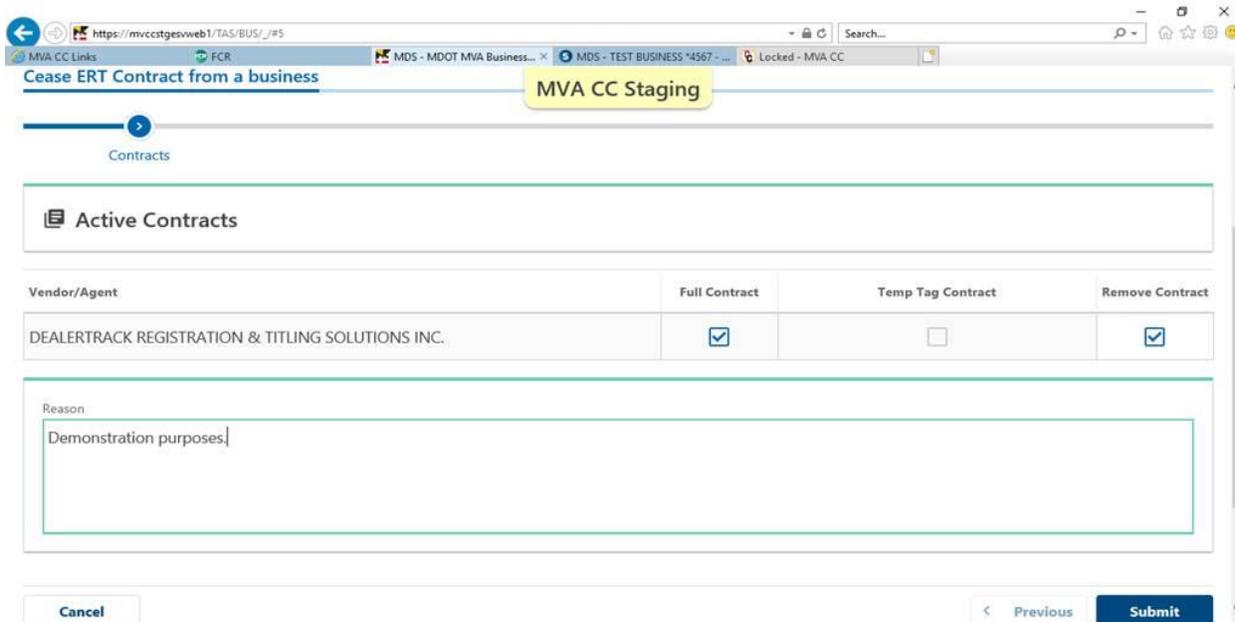


The screenshot shows the 'Account Management' section of the MDOT MVA Business Portal. The header includes the MDOT MVA Business Portal logo and a yellow 'MVA CC Staging' badge. The user is logged in as 'john'. The page title is 'TEST BUSINESS'. Below the title is the 'Dealership Actions' section, which includes the dealer name 'TEST BUSINESS' and a balance of '\$0.00'. The 'Dealership Actions' section is followed by a search bar with the text 'I Want To...'. Below the search bar are three main sections: 'Account Management' (with a sub-header 'Manage your business's license and documentation' and links for 'Renew my License' and 'Print Wall License'), 'Interchangeable Tags' (with a sub-header 'Manage interchangeable license plates for your business' and links for 'Request New Tags' and 'Replace a Registration Sticker'), and 'Inventory Management' (with a sub-header 'Manage your business's plate and sticker inventory' and links for 'Add Plate Inventory Order' and 'Add Decal Inventory Order').

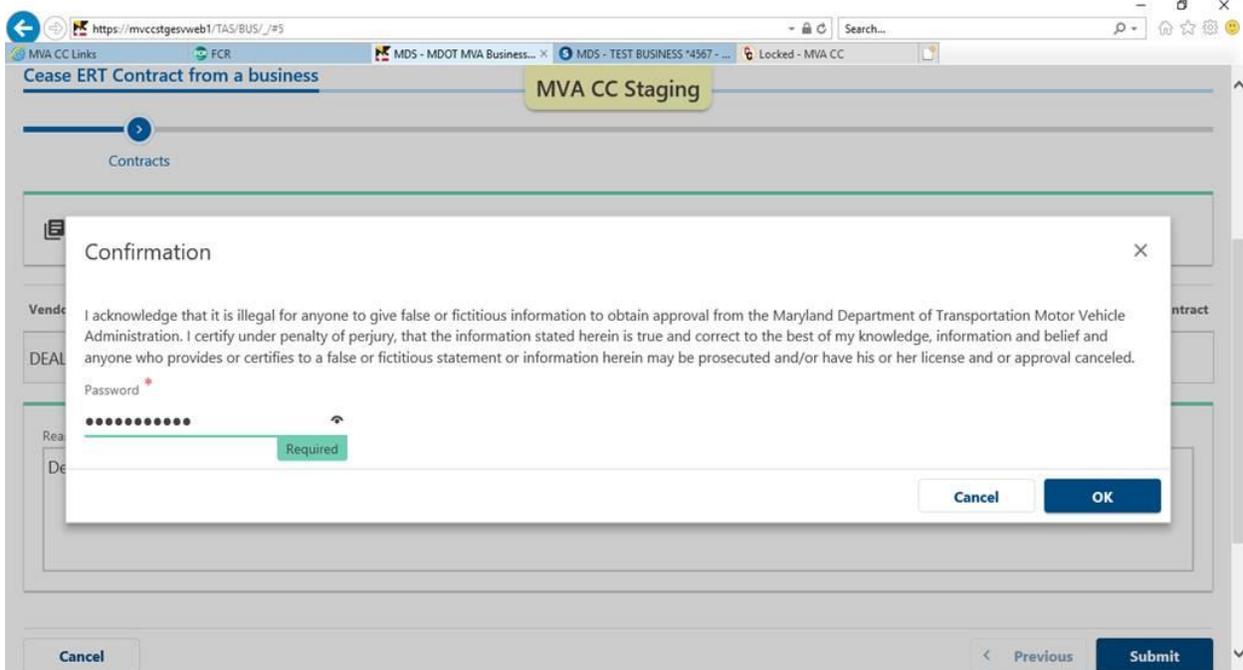
Click on the link to 'Cease ERT Contract'



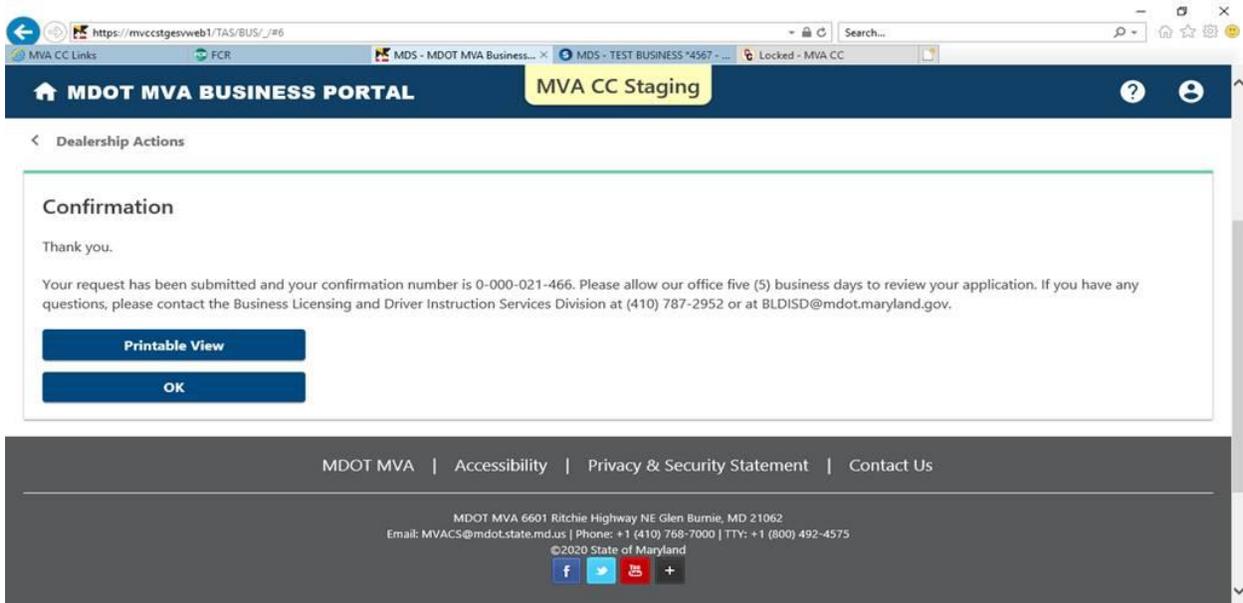
You will need to click the box under 'Remove Contract' and are required to give a reason as shown below and click submit.



You are required to enter their password as confirmation of the removal and click 'OK'



You will receive confirmation of the removal.



Adding an ERT Contract:

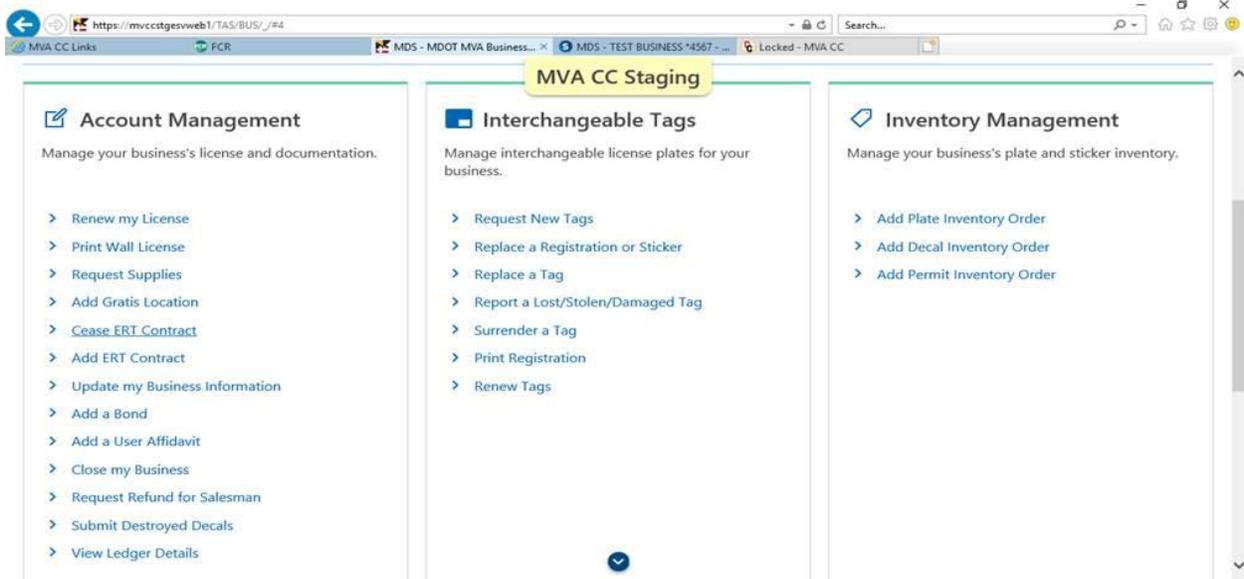
From the home screen, click on the link [>More...](#)

The screenshot shows the MDOT MVA Business Portal. The header includes the MDOT MVA logo, a search bar, and a user profile icon. The main content area displays the user's account information for 'TEST BUSINESS' and a navigation menu with 'Summary', 'Action Center', and 'More...'. The 'More...' link is highlighted. Below the navigation menu, there are two main sections: 'Dealer - TEST BUSINESS' and 'Dealer - UD10007071'. The 'Dealer - UD10007071' section contains links for 'Manage Employees', 'Make a Payment', and 'More...'. Below this, there is a section for 'Titling - UD10007071'. The footer contains links for 'MDOT MVA', 'Accessibility', 'Privacy & Security Statement', and 'Contact Us'.

Under the 'Account Management' section below:

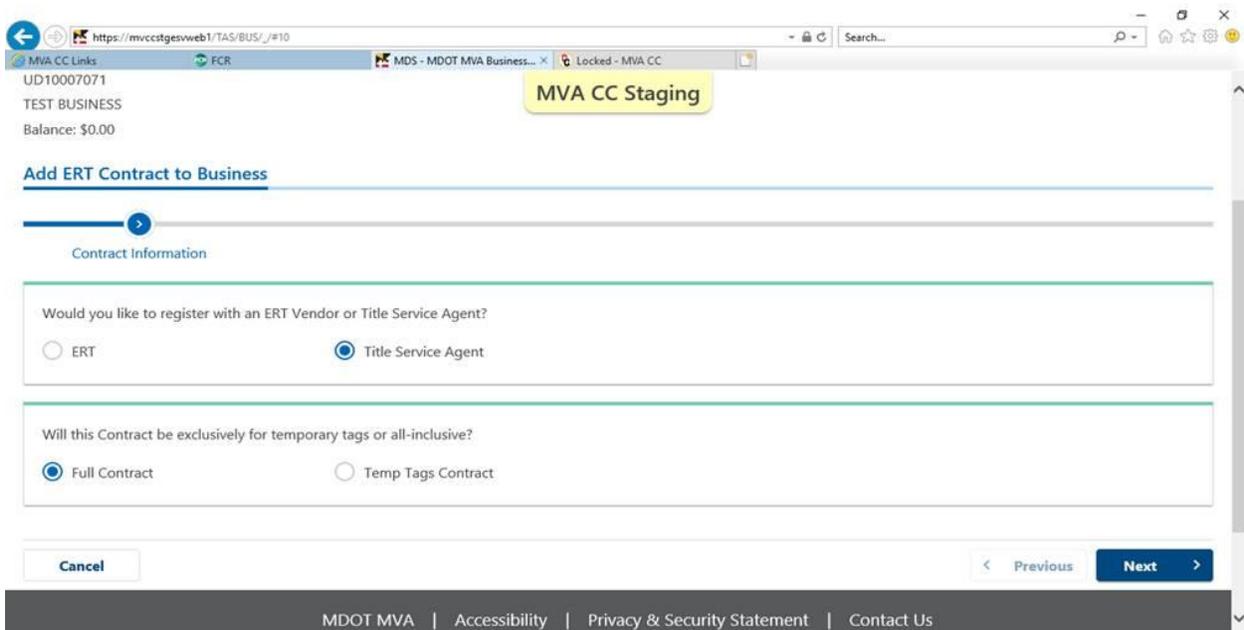
The screenshot shows the 'Dealership Actions' section of the MDOT MVA Business Portal. The header includes the MDOT MVA logo, a search bar, and a user profile icon. The main content area displays the user's account information for 'TEST BUSINESS' and a navigation menu with 'Dealership Actions' and 'More...'. The 'Dealership Actions' link is highlighted. Below the navigation menu, there is a search bar with the text 'I Want To...'. Below the search bar, there are three main sections: 'Account Management', 'Interchangeable Tags', and 'Inventory Management'. The 'Account Management' section contains links for 'Renew my License' and 'Print Wall License'. The 'Interchangeable Tags' section contains links for 'Request New Tags' and 'Replace a Registration Sticker'. The 'Inventory Management' section contains links for 'Add Plate Inventory Order' and 'Add Decal Inventory Order'.

Click on the link to 'Add ERT Contract'



The screen gives the option to add the ERT vendor or a Title Service that you have a contract with. Please click the radio buttons for your selection and click next.

Note: If the business is a Title Service, you will only see the radio button for the ERT Vendor.



If you select a title service, you are required to enter the Title Service ID to continue.

https://mvcstgesweb1/TAS/BUS/_/#11

MVA CC Links FCR MDS - MDOT MVA Business... Locked - MVA CC

Add ERT Contract to Business

Dealer
UD10007071
TEST BUSINESS
Balance: \$0.00

MVA CC Staging

Add ERT Contract to Business

Contract Information Title Service Agent

Title Service Agent

Agent Number *
Required

Cancel Previous Next

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For a full contract registered to the business, you will need to select the vendor you are choosing and click next:

https://mvcstgesweb1/TAS/BUS/_/#13

MVA CC Links FCR MDS - MDOT MVA Business... Locked - MVA CC

Add ERT Contract to Business

MVA CC Staging

Add ERT Contract to Business

Contract Information ERT Contract

Select 1 option from the below list.

ERT Vendors

	Vendor Name
<input type="radio"/>	DEALERTRACK REGISTRATION & TITLING SOLUTIONS INC.
<input type="radio"/>	COMPUTERIZED VEHICLE REGISTRATION (CVR)
<input type="radio"/>	TITLE TECHNOLOGIES, LLC

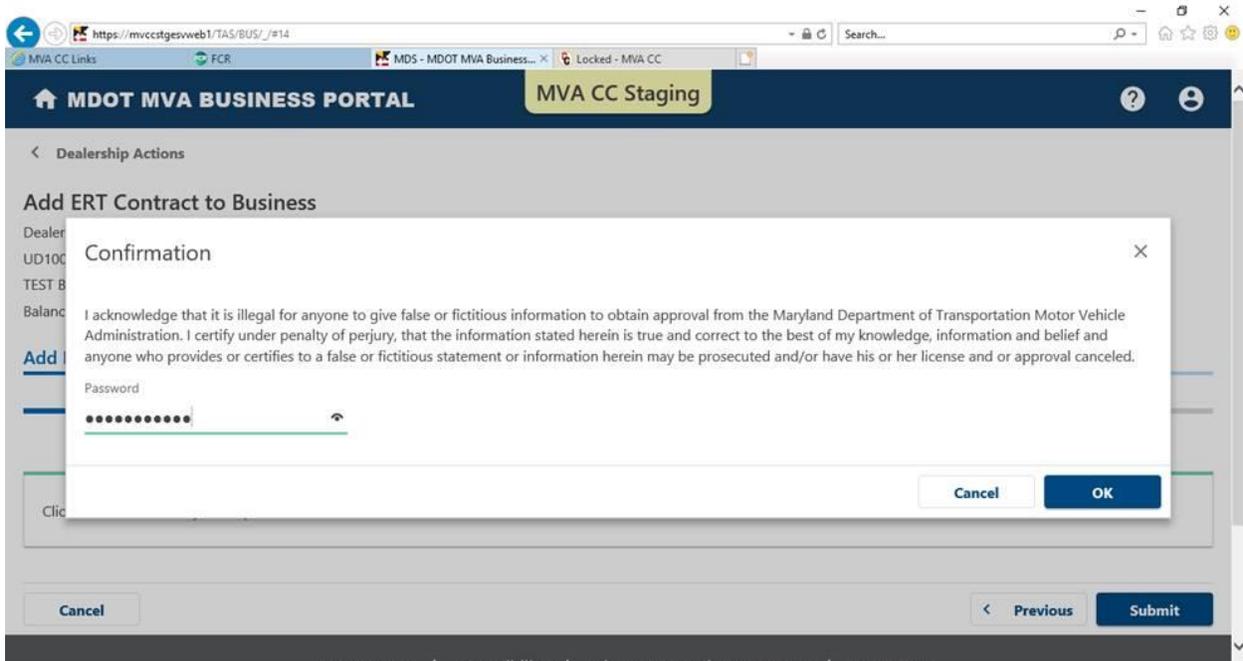
Cancel Previous Next

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You will need to Submit your request:



Again, please enter your password for confirmation.



You will receive a confirmation page as well:

